

To: Commercial Building Contractors

From: City of Franklin, Inspection Department
Fred Baumgart, Building Inspector

In order to properly schedule our Inspector's work it is necessary to require all inspections to be called in **24 hours** before inspection.

The following Building, Electrical, Plumbing and Fire inspections are required for commercial, industrial and multi-family building projections:

- 1) **FOOTING:** When footing forms are set up and reinforcing is in place, before pouring. Each pour must be inspected.
- 2) **POURED WALL, PRE-POUR INSPECTION** When foundation wall forms are in place, reinforcing steel is installed, prior to pouring concrete. Each pour must be inspected.
- 3) **FOUNDATION:** Before backfilling, when concrete block or poured concrete walls are in place, prior to backfilling. Drain tile must be installed, stoned and foundation insulation if required is in place. Each portion of the foundation to be backfilled must be inspected.
- 4) **OUTSIDE SEWER, WATER LATERAL, FIRE PROTECTION LATERAL AND STORM SEWER** While on test, but before covering work. The Plumbing Inspector shall make the inspection and witness the test.
- 5) **STRUCTURAL INSPECTION** When the building structural components are completely set. Inspection will check the structural components as well as the welded and bolted connections. The contractor may be required to provide a lift for this inspection.
- 6) **ROUGH ELECTRICAL** When rough-in of electrical is completed, before rough framing inspection.
- 7) **ROUGH PLUMBING** When waste and vent and water lines are installed, but prior to rough framing inspection. A test is required on all plumbing.
- 8) **ROUGH CARPENTRY & ROUGH HEATING:** After electrical and plumbing have been inspected. Do not cover work or install insulation until rough framing inspection has been approved.
- 9) **LOCATION OF EXIT LIGHTS** At rough-in of electrical for location/s of exit signs. To determine in the number and locations of illuminated exit signs appears to be correct. The Building Inspector shall make an inspection.

- 10) **FIRE WALLS** Where multiple layers or drywall are required as part of the firewall or where channel is used in conjunction with the drywall, the channel and/or the first layer of drywall shall be inspected by the Building Inspector, before subsequent layers are installed. These layers must also be inspected.
- 11) **INSULATION & ENERGY:** When insulation and vapor barrier have been installed. Before installing drywall.
- 12) **UNDER FLOOR ELECTRICAL** Before grading floor or pouring floor slab or pouring concrete.
- 13) **UNDER FLOOR PLUMBING** Before grading floor or pouring floor slab or pouring concrete. A test is required on all plumbing.
- 14) **BASEMENT FLOOR AND FLOOR SLABS:** Gravel/stone, below grade insulation and vapor barrier shall be installed. Before pouring floor or slab.
- 15) **PRE-CEILING TILE INSPECTION** When lighting fixtures and HVAC ductwork is installed prior to dropping ceiling tile.
- 16) **SPRINKLER TEST AND PRELIMINARY FIRE DEPARTMENT INSPECTION** Sprinkler test prior to putting the system into operation.
 - a) **FIRE PUMP TEST** Prior to putting pumps into operation.
- 17) **DRIVE APPROACH OR CURB RETURNS** When forms are in place, prior to pouring. Franklin Engineering Department will do the inspection.
- 18) **FIRE ALARM** All fire alarm pull stations, strobes and detectors shall be tested by the Building Inspector. On large systems, please have electrical contractor or installer on site to reset system. When systems are monitored, please contact monitoring companies before testing date. Large systems inspections shall **not** be scheduled with the occupancy inspection, call for separate alarm inspection.
- 19) **EMERGENCY LIGHTING** The adoption of the Wisconsin version of the IBC has requirements for lighting levels for emergency lights. This is normally a night inspection and requires additional time to schedule.
- 20) **FINAL ELECTRICAL** When all electrical wiring and fixtures have been installed.
- 21) **FINAL PLUMBING** When all plumbing fixtures have been installed.
- 22) **WATER METER** Water meter shall be installed before occupancy, please contact City of Franklin, Oak Creek or Milwaukee water utilities depending on source of water.
- 23) **PRELIMINARY FINAL INSPECTIONS** On large jobs or where occupancy is critical contractor are recommended to request as preliminary inspection.

The contract will be given a list of items not in compliance with code; these items shall be corrected prior to requesting the occupancy inspection.

- 24) **BALANCING REPORT/CALCULATIONS** At completion of the HVAC system balancing report/s shall be reviewed and accepted by the system designer and a copy shall be submitted to the City of Franklin.
- 25) **FINAL or OCCUPANCY:** When building is complete; drive approach and water meter are installed. All life safety and fire protection items are completed. Designer, Architect or Engineer's completion statement shall be submitted for the following:
 - a) Building construction
 - b) Heating, Ventilating and Air Conditioning (HVAC)
 - i) Final HVAC Balancing calculations.
 - c) Energy/Illumination

PLEASE BE AWARE OF THE FOLLOWING REQUIREMENTS

Reinspection fees are part of the Building Code. Please check your jobs to insure that the job is complete and is ready for inspection you are requesting and **all** reinspection items have been corrected per code before calling for inspections. One inspection and reinspection for each inspection category is allowed prior to the City charging re-inspection fees. Requests for inspections when the job is not ready to inspect or repeated re-inspections will result in reinspection fees being assessed. Reinspection fees must be paid before an occupancy permit will be issued.